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1976-1977

DEPARTMENT OF
Public Works

1976-77
Annual
Report

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City of Santa Maria

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December 1, 1977

Mr. Robert F. Grogan
City Administrator
City of Santa Maria
110 East Cook Street
Santa Maria, CA 93454

Dear Bob:

It is with a great deal of pleasure that this fiscal year report for 1976-77, which is the seventh in a continuing series of this type, is transmitted. Contained in this report for recordation are the significant departmental activities which have occurred during this time period.

We have attempted to include in this report material of statistical and historical value, as well as information of personal interest.

It is appropriate here to express our gratitude to the rest of the City family for the guidance and assistance which literally made many of our departmental accomplishments possible. We are even more grateful for the sympathy and understanding that was received for our failures. We look forward to the continuing opportunity to make a contribution toward the total City government's service to its community.

Very truly yours,

Reese N. Riddiough

REESE N. RIDDIOUGH
Director of Public Works

AØ183
1976/1977

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CITY COUNCIL

Elwin E. Mussell	Mayor
George Hobbs, Jr.	Mayor Pro Tempore
Jack Adam	Councilman
Allen Burke	Councilman
Wayne Hesselbarth	Councilman

ELECTED OFFICIALS

Dorothy S. Lyman	City Clerk
William W. Winter	Treasurer

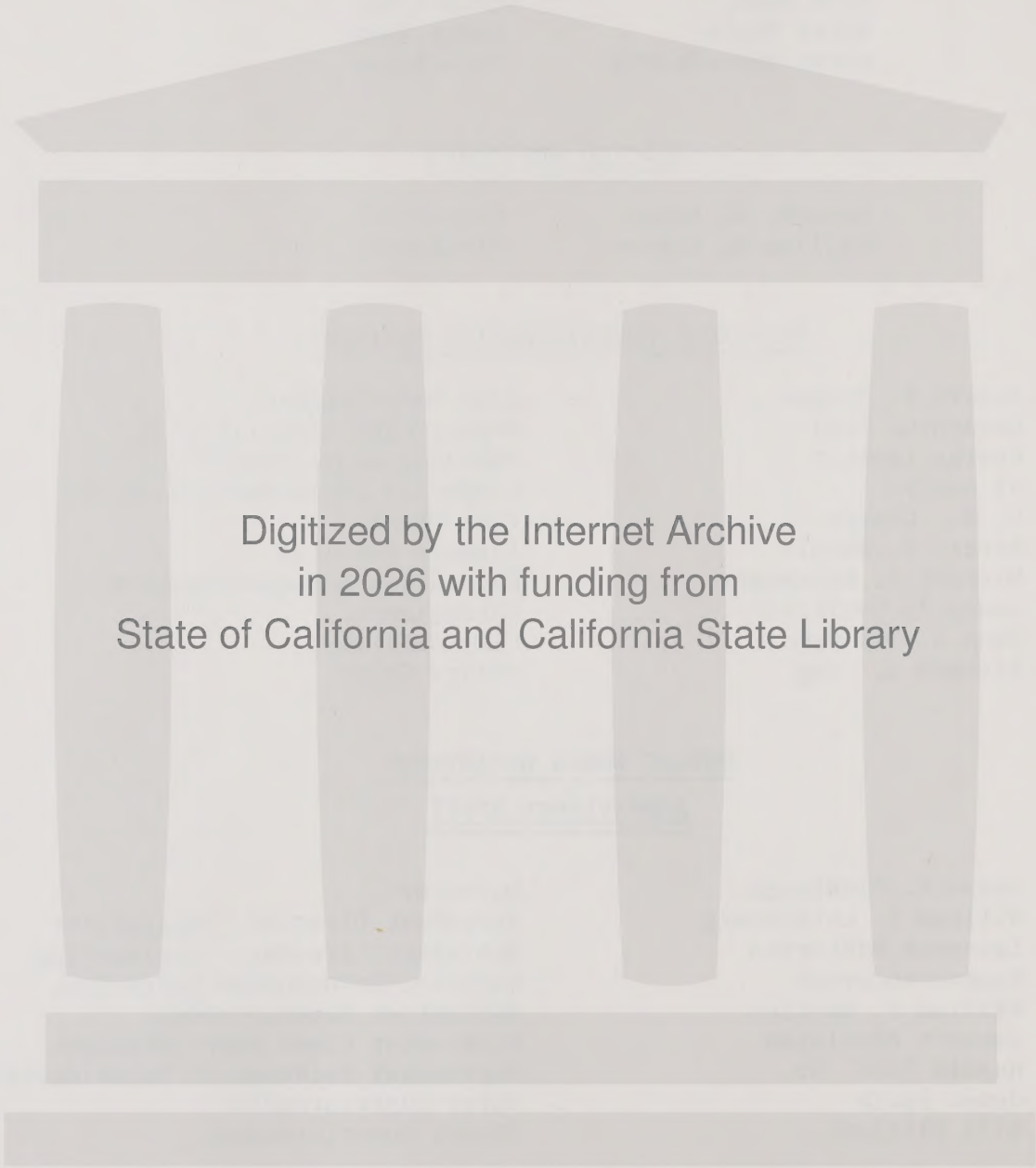
PRINCIPAL ADMINISTRATIVE OFFICERS

Robert F. Grogan	City Administrator
Gordon G. Gill	Deputy City Administrator
George Lambert	Administrative Assistant
Al Autry	Community Development Director
C. W. Crakes	Fire Chief
Robert S. Hossli	Finance Director
Michael A. Maramonte	Recreation & Parks Director
James A. Petrella	Librarian
John A. Van Ryn	City Attorney
Richard J. Long	Police Chief

PUBLIC WORKS DEPARTMENT

Supervisory Staff

Reese N. Riddiough	Director
William S. Litzenberg	Assistant Director - Operations
Lawrence McPherson	Assistant Director - Engineering
Norman Anderson	Building Maintenance Supervisor
William F. Martins	Sanitation Superintendent
Bennett Middleton	Wastewater Plant Superintendent
Harold Rios, Sr.	Mechanical Maintenance Superintendent
Jesse Smith	Water Superintendent
Bill Williams	Street Superintendent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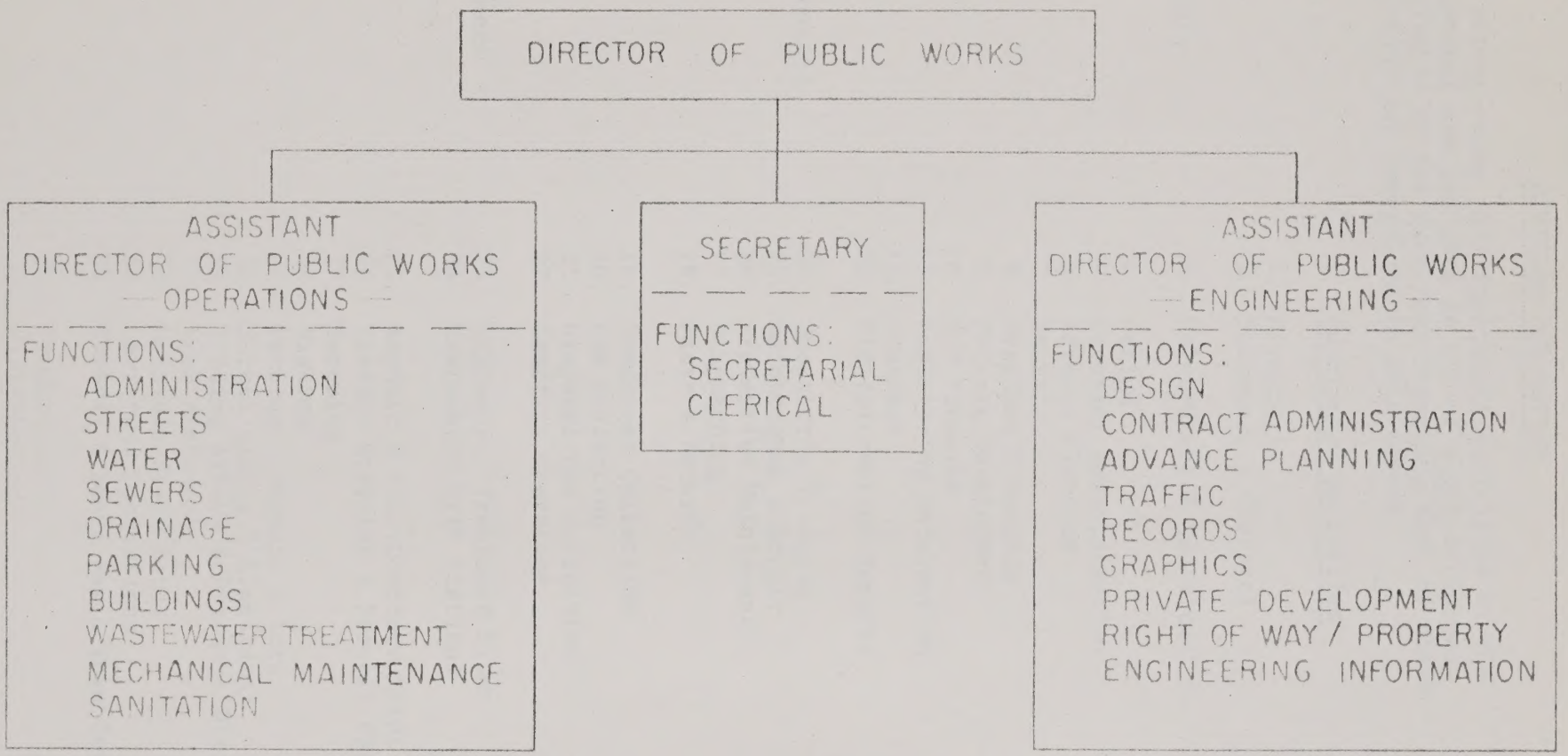
CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS ORGANIZATION



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DIVISION ACTIVITIES

The thirty-seven (37) functional activities of the department are assigned to one of eight divisions. Highlights of the past year regarding each of these divisions are summarized in this report.

Division	Functional Activities
Administration	1. Director 2. Secretary & Clerical
Building Maintenance	3. Maintenance & Modification
Engineering	4. Design 5. Contract Administration 6. Advance Planning 7. Traffic 8. Graphics & Records 9. Private Development 10. R/W Property 11. Engineering Information 12. Drainage 13. EIR Information Reports
Mechanical Maintenance	14. Operator's Training 15. Maintenance & Repair 16. Preventive Maintenance 17. Dispatching 18. Parts & Records
Sanitation	19. Container Collection 20. Can Collection 21. Disposal Fee Collection 22. Landfill Operation
Wastewater Treatment	23. Wastewater Treatment Plant 24. Wastewater Lift Stations
Streets	25. Asphalt & P.C. Concrete Maint. & Repair 26. Traffic Striping & Stencil Painting 27. Sweeping 28. Signing 29. Parking - Streets & Lots 30. Street Lights & Electrical 31. Grading Alleys & Drainage Ditches 32. Weed Abatement 33. Maintain Sewer Lines 34. Christmas Decorations 35. Stowell & Santa Maria Town Centers
Water	36. Production 37. Distribution

ADMINISTRATION MISCELLANEOUS

1. This past year a part time employee program that had formerly been tried in the Sanitation Division was expanded throughout the Public Works Department. It primarily consists of establishing a pool of unemployed people that are available for work on call as needed to fill out work crew vacancies, created by regular employees either because of sickness, vacations, etc. or leaving permanently for one reason or another. These part time employees are generally unskilled in the work and accordingly are always working under close supervision and training by regular full time City employees.

Problems encountered are:

-- not being able to use them in all areas because the nature of the work requires only a single experienced worker.

-- not having enough regular people to head up crews in some instances.

-- after they have gained experience and training, it is necessary to terminate because of employment restrictions.

However, the program has been viable in certain instances to fill in gaps created by the regular full time City employees when they are off on a short time basis.

2. Administratively the department processed, through the promotional procedure, a total of four (4) C.E.T.A. (Comprehensive Employment & Training Act) personnel as full time employees in addition to numerous part time employees, for the various di-

visions as noted under Personnel Notes.

3. The Public Works Department over the past year issued 73 Street Encroachment Permit Applications for concrete work totaling $1,095.00. This money is held only as a deposit and is returned to the applicant upon satisfactory completion of the work and approval by the City. Money forfeited to the City amounted to $30.00 money returned to applicants amounted to $1,065.00

4. During fiscal year 1976-1977, the Public Works Department issued 16 Street Encroachment Permit Applications for excavation work totaling $1,934.38. Approximately $674.52 of this amount has been forfeited to the City for patching five (5) of these excavations; $1,260.00 has been returned to the applicants for the satisfactory patching of excavations that were completed by the applicant and approved by the City.

ADMINISTRATION DIVISION

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS

ORGANIZATION CHART

DIRECTOR OF PUBLIC WORKS (1)

REESE RIDDIOUGH

ASSISTANT DIRECTOR-
OPERATIONS (1)

BILL LITZENBERG

SECRETARIAL AND CLERICAL
SERVICES

SECRETARY II (1)

KATHY ALBRIGHT

STENO CLERK II (1)

WENDY HOLLING

PART-TIME CLERK TYPIST I

(JUNIOR CLERK) ANNETTE RODRIGUEZ

BUILDING MAINTENANCE DIVISION

The Building Maintenance Division has the responsibility for maintenance, minor modifications, and supervision of maintenance contract services for City Hall and Public Works; quasi responsibility with all other departments and divisions to complete work as requested, that requires the specialized skills of this division. These tasks involve all functional items connected in the upkeep and operation of City buildings such as: carpentry, painting, plumbing, janitorial, miscellaneous heating, and electrical supervision with within buildings.

This fiscal year cost of materials and contract services totaled $18,065.45 of which $6,347.72 was contract service; with a total of 8,138 man hours, of which 1,820 hours were supplied by the C.E.T.A. programs, 1,193 hours were supplied by the N.Y.C. program, 440 hours summer part time employees.

The major jobs commenced or completed during the year consisted of the following:

1) Painted Multi Shop building at Public Works
2) Stained slats in cyclone fencing at Public Works
3) Painted pump houses at water well sites
4) Painted Fire Training Tower at Airport Storage site
5) Picked up loose ends--corrected construction and design "bugs" at Police Station
6) Painted interior of skimmer at Waste Water Treatment Plant
7) Installed reduced pressure devices under cross connection control program at Public Works, Library, Paul Nelson Pool, Fire Station #2, and Police Station
8) Painted City Hall Tower and cleaned out rain gutters
9) Prefabricated and installed metal partitions in rest room at Central Plaza

10) Painted signs for Town Center Parking Structure and laid non-skid edging in stairways

11) Painted two offices at Recreation and Parks Administration Building

12) Installed two benches at Simas Park Building

13) Prefabricated and installed handcuff rail at Police Station

14) Prefabricated Storage cabinet and installed 1 inch gas line for Fire Station #2

15) Installed new barbed wire on top of chain link fences around the perimeter of the Public Works Center and McClelland Yard

16) Cleaned up and hung ceiling tile at Suite E for Redevelopement Agency

17) Installed new electrical branch panel in Data Processing

18) Painted wainscot at Library

19) Started remodeling in Finance Department at City Hall

20) Refurbished women's public rest room at City Hall

21) Refurbished and installed new partitions and mopsink in men's rest rooms at City Hall

22) Painted exterior and interior of McClelland Warehouse

23) Started new cabinets for remodeled Fire Station #1

24) Installed new exhaust control system in basement of City Hall

25) Descaled boiler at Library and Swimming Pool

Tasks not completed but scheduled for next fiscal year as the unpredictable and varying number of workers allows:

1) Construct roof over open patio at Police Station

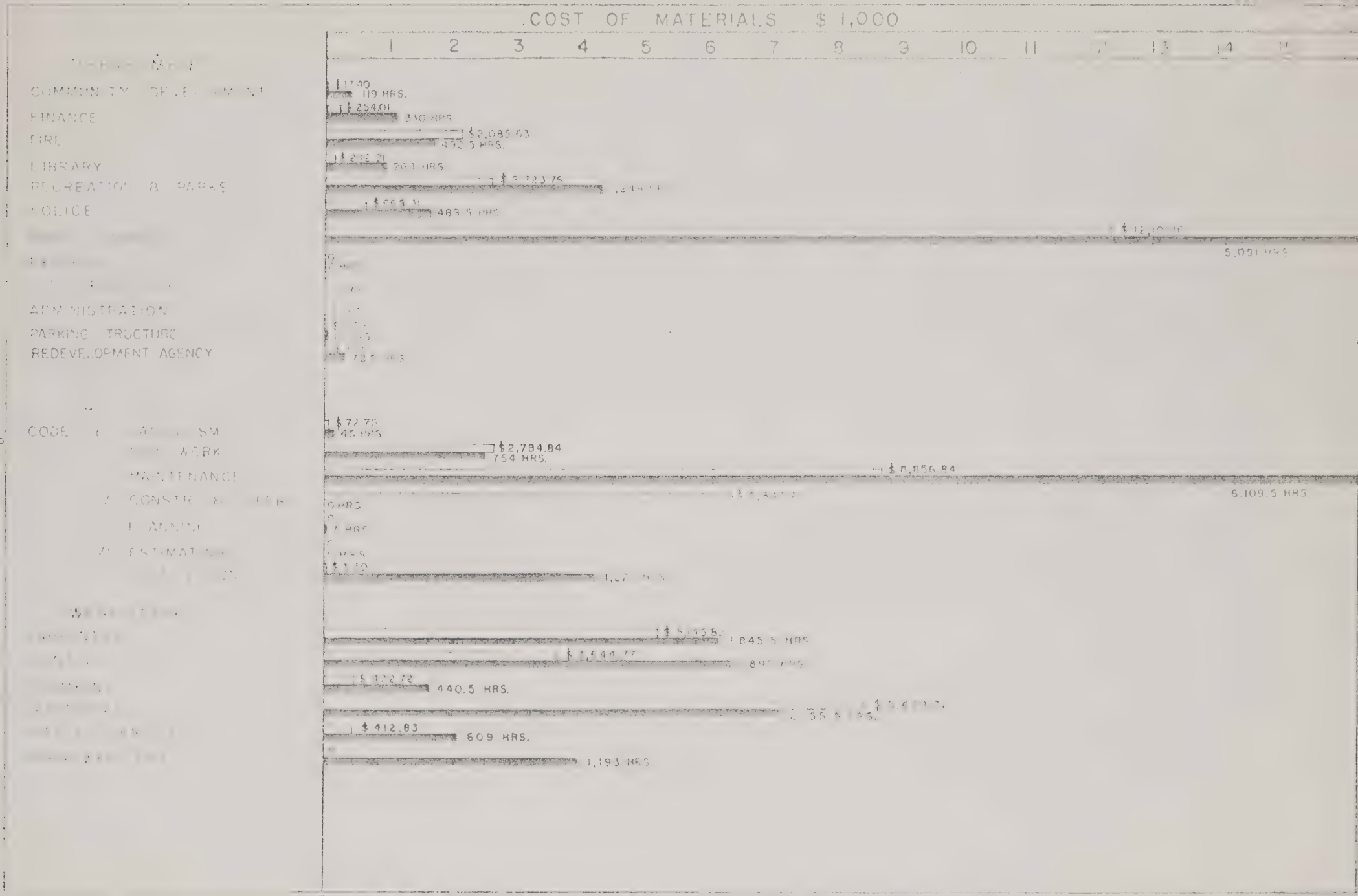
2) Install cabinets at Waste Water Control

3) Install cabinets at Fire Station #1

4) Remove old Community Developement Building, then surface for parking

BUILDING MAINTENANCE ACTIVITY REPORT

1976 - 1977

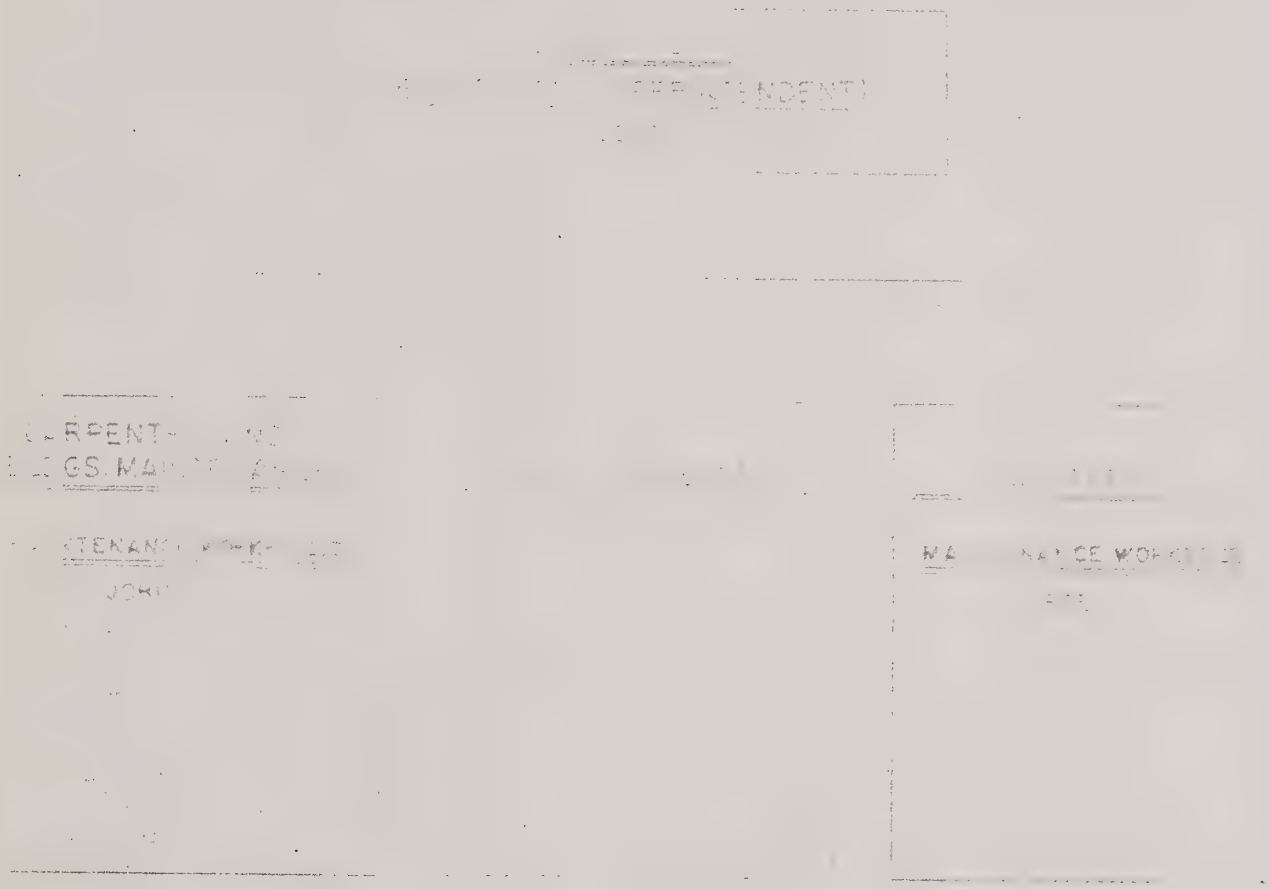


BUILDINGS DIVISION

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS

ORGANIZATION CHART



ENGINEERING DIVISION

Again this year, Engineering Division activity has centered around the Central City and Central Plaza Redevelopment Projects. All the major elements of these projects were completed this year including the Town Center Parking Structure, Site Development, and Central Plaza Landscaping.

Several larger park projects were also completed this year. They are Adam Park Landscaping-North Half and Preisker Park, Phase II which included a water element.

Private development and subdivision activity has reached record levels and now demands a major amount of this division's attention. There does not appear to be any indication that demands for services in the private development sector will decrease in the foreseeable future.

Inspector Jim Little retired this year, decreasing our manpower complement. Carmen Palato has assumed inspection duties with Harold Rios, Jr. being promoted to Civil Engineering Technician. The survey crew has been reduced to two men with any necessary manpower additions to be on a temporary basis.

This division will continue to handle heavy workloads by encouraging increased responsibility and personnel development of the individual employees along with on-the-job training. A comprehensive personnel study of this division resulted in an upgrading in the ratings of several employees due to our increasing responsibilities. The personnel complement for this division is shown on Plate 1.

Traffic related activity has increased substantially with the construction of the Downtown Mall. We have started a continuing study of traffic coordination and control in the downtown area as well as other major streets.

Plate 1 shows the major activities of this division, plus their respective approximate costs as a percentage of the total division salaries. Total includes regular salaries, overtime, and part-time salaries. This total was approximately $180,000.00 for the fiscal year 1976-1977.

Total authorized budget for this division for 1976-1977 was $250,130. Total expenditure was $235,314 or approximately 94% of the funds authorized.

Private development and subdivision activity, shown on Plate 2, include the following:

1. Building site reports for the permit applications.....141
2. Subdivision reports for Subdivision Committee meetings.....33
3. Development Coordinating reports for Development Coordinating Committee meetings.....3

Traffic engineering and Traffic Committee activity shown on Plate 2 include the following:

1. Curb zone and parking investigations.....14
2. Speed zone studies.....5
3. School safety.....1
4. Intersection studies-traffic control.....18
5. Traffic signal studies.....3
6. Miscellaneous traffic controls.....
7. Traffic studies and reports.....3

8. Annual traffic count summary.

9. Contribution of input on a continuous basis to the Central City Project.

10. Downtown computer signal system maintenance.

Current engineering projects, shown on Plate 3, including any project that has been in design and/or construction phase during the past year. These projects, prior to construction work, had a set of drawings and specifications prepared or reviewed by this division.

Tabulated on Plate 3 are engineering projects on which construction was started and/or completed within the fiscal year. Included for each are the final contract cost, start of construction, completion of construction, and the percent of engineering cost for the entire project based on the final contract price.

As recorded by this office, rainfall for the 1976-1977 season was 13.16 inches which is below the average of 13.66 inches for the City.

ENGINEERING DIVISION

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS

ORGANIZATION CHART

(EX[illegible] '976-1977)

PLATE 1

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ENGINEERING DIVISION

Fiscal Year Salary Expenditure (1976-77)

Percent*	Activity Classification
27.21	Private Development, Subdivisions, Public Inquiries
22.81	Current Engineering projects; design and construction
14.62	Non-productive (meetings, holidays, vacation, sick leave)
4.84	Information and records
4.04	Advance planning, annexations, engineering studies, underground distribution, microfilming
8.54	Support services (for City departments and divisions)
9.31	Traffic engineering and Traffic Committee
8.10	Downtown redevelopment project: Central City, Central Plaza (NDP), Mall Buildings, Parking Structure
0.53	Administrative services, gas tax reports, 5870 proceedings
100.00%	

* Percent of total salaries.
Total salaries include regular salaries, overtime and part-time (summer youth employment and CETA programs).

1976-1977 Total: $180,542.06

PLATE 2

ENGINEERING DIVISION

PLATE 3

FISCAL YEAR ENGINEERING PROJECTS

(Project Construction Started and/or Completed; 7/1/76 to 6/30/77)

Bid No	Project Description	Final Const. Cost	Council Award	Council Acceptance	Percent Eng. Cost/Project	Contractor
	REDEVELOPMENT PROJECTS					
75/4	C.B.D. Parking Structure	$4,654,906.35	12/17/75	3/[illegible]/77	[illegible]%	Peter Kiewit Sons'
	Court & Plaza Landscaping	$ 172,145.00	11/15/76	11/[illegible]/77	2.91%	A. J. Diani Const. Co.
	C.M.A., Phase "B" & "C"	$ 798,673.54	7/20/[illegible]	6/[illegible]/77	1.52%	A. J. Diani Const. Co.
	CITY PROJECTS					
76/5	Riley Park Landscape-North ½	$ 98,800.00	1/6/76	11/2/76	1.63%	Heatherwood Landscaping
76/7	1975-76 Water Project	$ 84,372.65	4/20/76	5/3/77	[illegible]%	Hyatt Const. Co.
76/8	Pump Installation at Blosser Well Station	$ 11,619.00	7/6/76	8/[illegible]/77	1.11%	V. E. Wood
76/9	Cook St.-Blosser to Railroad	$ 53,302.99	7/19/76	7/6/76	10.26%	A. J. Diani Const. Co.
76/12	Locher Park, Phase II	$ 157,842.00	8/6/76	1/4/77	1.82%	A. J. Diani Const. Co.
76/13	Miller St.-Stowell to Jones	$ 62,785.32	7/6/76	11/[illegible]/77	3.74%	A. J. Diani Const. Co.
76/15	Parking Lot-200 Block East Main Street	$ 15,218.50	5/18/76	11/15/76	9.73%	A. J. Diani Const. Co.
76/16	Cook St.-Railroad to Broadway	$ 50,943.72	6/15/76	1/[illegible]/77	3.68%	C. Sanchez & Son
76/17	East Betteravia Road Median Landscaping	$ 16,245.00	6/15/76	11/2/76	2.03%	Heatherwood Landscaping
76/18	Miller Street Widening-Donovan Road to Lee Drive	$ 4,725.20	6/20/76	11/2/76	5.13%	A. J. Diani Const. Co.
76/19	Alley Construction Between Broadway & McClelland St. from Morrison to Park Ave.	$ 5,220.40	7/20/76	11/2/76	5.10%	Hi-Way Contractor's
77/2	Street Maintenance 12/6	$ 133,037.78	8/3/76	11/2/76	0.46%	M. J. Hemmeck Inc.
77/4	Driveway Improvements for Stowell Center	$ 5,427.80	12/21/76	5/15/77	1.38%	Hi-Way Contractor's
77/5	Enos Interceptor	$ 68,596.80	11/2/76	4/5/77	2.77%	R. Baker Corp.
77/6	Tree Trimming Contract 1977	$ 7,502.00	12/7/76	3/1/77	------	Sunset Const. Co.
77/7	Domestic Water Well 11-S	$ 66,403.08	3/15/77	5/24/77	2.17%	Roscoe-Moss
77/8	East Donovan Road Improvements	$ 40,954.64	12/21/76	5/24/77	4.28%	Sully-Miller

MECHANICAL MAINTENANCE DIVISION

This division is responsible for the management of the City's entire fleet of vehicles and other equipment. The mobile and stationary fleet has slightly over 200 pieces of equipment of various sizes and types. The major portion consists of passenger vehicles and trucks. The remainder may be anything from lawn edgers to Caterpillar D-8 bulldozers.

The maintenance program includes "in-house" major overhauls, tune-ups, general repairs, minor body repairs, painting, tire repairs, lubrication, and an effective preventive maintenance program. A critical analysis is performed on each job to assure best over-all economy. This has resulted in operating the division with a minimum dollar budget. This division is unique in that it operates as a "pool" rental system for all the mechanical equipment used by all the departments and divisions and entails the development of the specifications for purchasing of same; keeps detailed records for equipment cost analysis and setting of the rental rates for vehicles as well as the city airway communication system.

During the fiscal year, vehicles traveled 967,134 miles, a decrease of .3% from last year, using some 174,007 gallons of fuel, an increase of 2.6% from last year. Service fuel delivery tickets used were 13,308.

The division used 2,324 shop work orders. This is a decrease of approximately 89 less than was used last year. The decrease is due to the accumulation of repair work done on one work order instead of writing separate work orders.

The division used 68.0 manhours to assist the other City departments on specialized projects such as fabrication and welding. The cost of personnel, equipment, and material for this service is reimbursed through "Inter-departmental" billing.

The division's total 1976-77 operating budget was $424,010. The total fiscal operating expenditure was $443,696, resulting in a deficit of $19,689. The deficit was due to higher costs of material, fuel, and outside labor etc., than had been anticipated. The budget balance is sustained through revenue from the Pool Rental Program and other reimbursements, as follows:

a)	Assigned and unassigned vehicles	$ 594,292
b)	Private party accident insurance	$ 1,349
c)	Sale of surplus vehicles and equipment	$ 27,976
d)	State of California gasoline road tax rebate	$ 1,250
e)	Miscellaneous refund and warranty repairs	$ 1,669
	TOTAL	$ 626,536

The purchase of one self-loading landfill scraper, one sanitation rear loader, one sanitation front loader, and one fire pumper truck were the major expenditures out of the replacement funds this year, along with the normal smaller units, the total net cost of replacement vehicles amounted to $299,783.

It is anticipated that implementing this divisions' operation into Data Processing will be in the early calendar year of 1978. This will be with two part time 1977 summer work aides that Data Processing and Mechanical Divisions are to receive, (both college majors in computer science).

MECHANICAL MAINTENANCE
MAN HOUR CHART 1976-77

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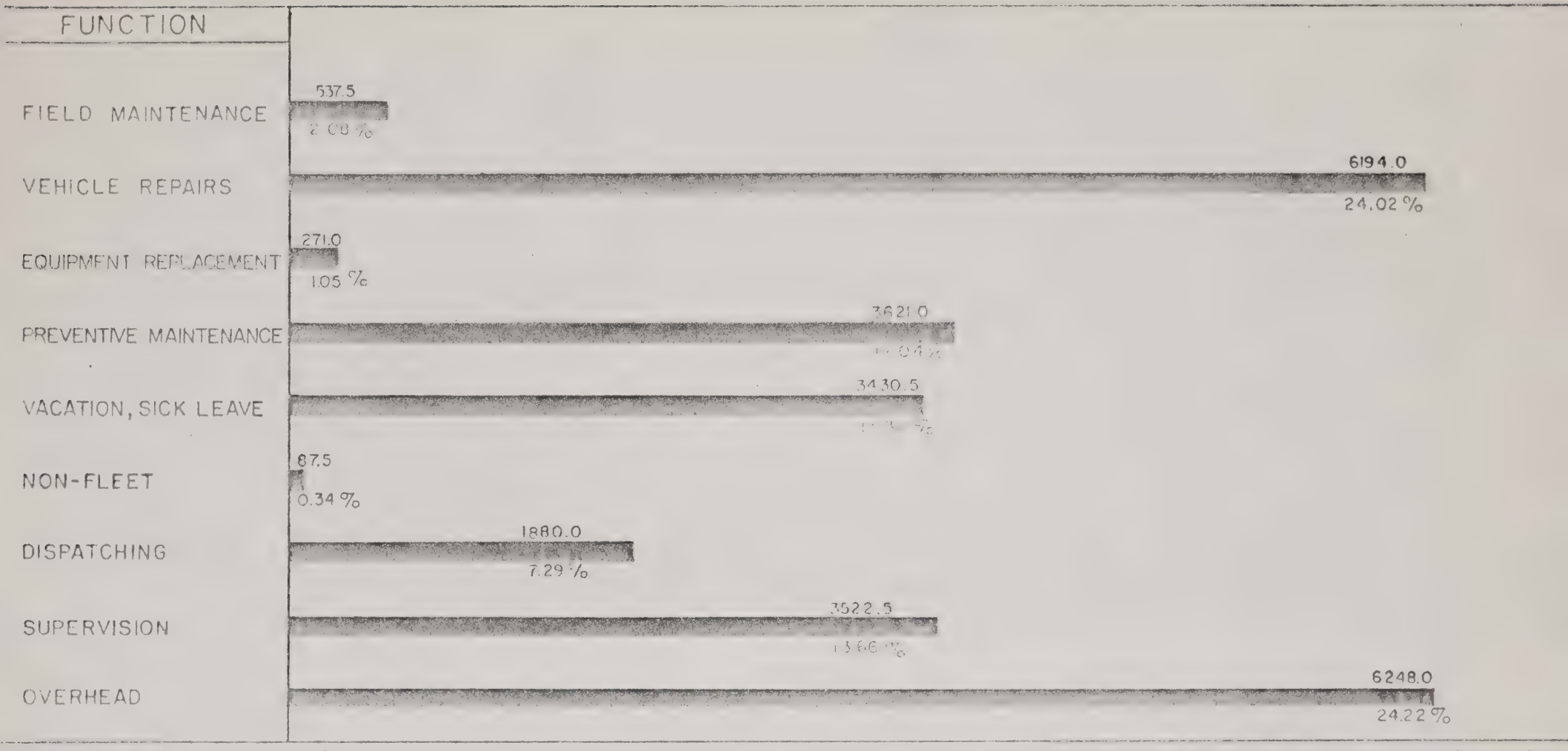


TOTAL MAN HOURS:
25,792.0

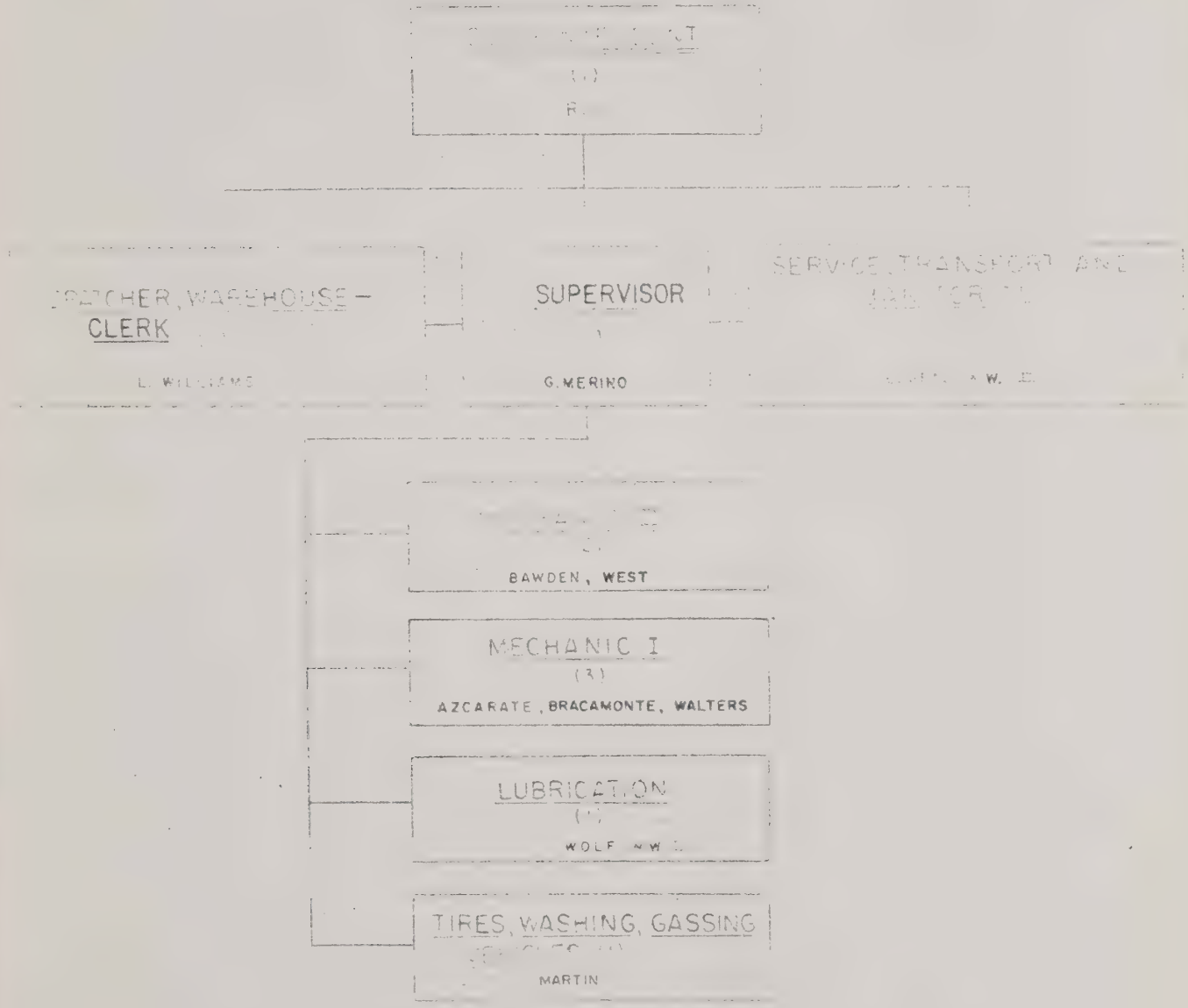
MECHANICAL MAINTENANCE DIVISION

CITY OF SANTA MARIA

DEPARTMENT OF PUBLIC WORKS

ORGANIZATION CHART

(EXISTING)



SANITATION DIVISION

Collection:

The collection section of the Sanitation Division is responsible for the collection of mixed refuse from approximately 9,922 residential and commercial accounts using City personnel and equipment. This represents an increase of 1.79% in accounts serviced over last year. Residential refuse is collected twice each week and the commercial accounts are serviced from one to six times each week.

The collections are made by six residential rear loading crews, and the commercial accounts are picked up by two front loader drivers. Residents are still bundling and putting out for collection, old newspapers. As of June 30, 1977, 174.77 tons have been collected by City crews since the program was initiated on February 1, 1974.

Shown in Figure "I" is a comparison of the number of miles traveled by all Sanitation Division trucks for each of the last ten years. The drop off in miles traveled in 1974 can be attributed to the energy shortage and a resultant change in operation. The increase in 1975 is caused by new construction and when the new scales were available early in 1975 the Highway Patrol pointed out, in the form of a warning, that some of our trucks were overloaded; as a result more trips were made to the Landfill with lighter loads. The purchase, through the vehicle replacement program, of three larger rear loaders, with 3 axles each, early on 1976, will allow the mileage traveled to stay about the same as that prior to the 1975 change, even with all the new construction and accounts.

FIGURE I

NUMBER OF MILES TRAVELED

	Rear Loaders	Front Loaders	Total
June 1968	3,639	1,845	5,484
1969	3,482	1,903	5,385
1970	3,622	2,140	5,762
1971	3,771	2,331	6,102
1972	3,814	2,294	6,108
1973	3,718	2,390	6,108
1974	3,329	2,237	5,566
1975	3,566	2,415	5,981
1976	3,324	2,710	6,034
1977	3,444	2,492	5,936

Figure "II" below shows the number of man hours worked by the three sections of the Sanitation Division in Fiscal Year 1971-72 to 1976-77.

FIGURE II

HOURS WORKED

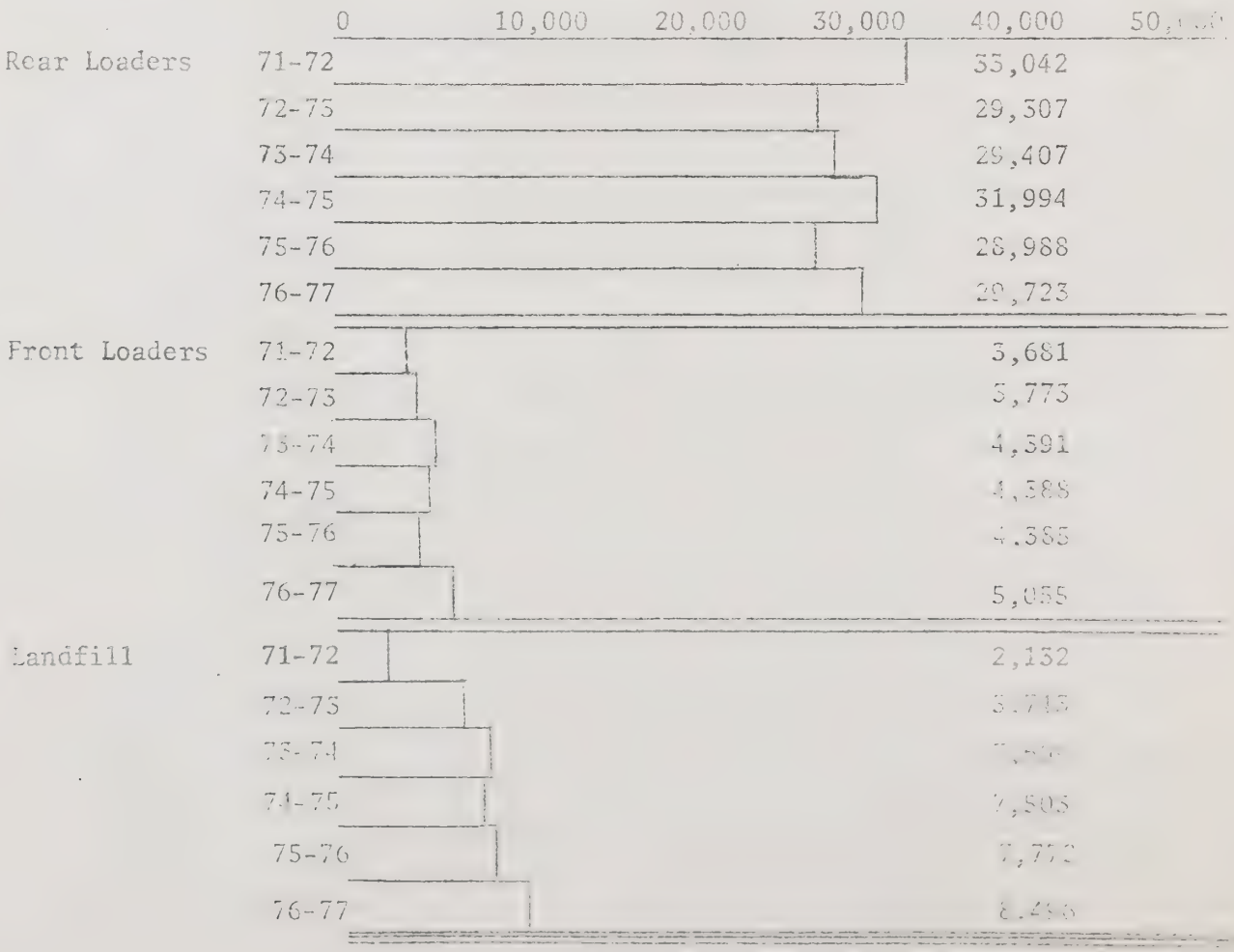


Figure "III" and "IV" are the tabulations showing the number of accounts for the rear loaders and front loaders over the past ten years. The significant point to be noted is that during these years the Rear Loader accounts, mainly residential, have increased 6.74% while the Front Loader accounts, mainly commercial and apartment complexes, have increased 159.80%.

NUMBER OF REAR LOADER ACCOUNTS

June 30, 1968	8,872
1969	8,844
1970	8,816
1971	8,818
1972	8,795
1973	8,843
1974	8,928
1975	9,025
1976	9,320
1977	9,470

FIGURE III

NUMBER OF FRONT LOADER ACCOUNTS

June 30, 1968	174
1969	217
1970	241
1971	264
1972	303
1973	329
1974	358
1975	376
1976	427
1977	452

FIGURE IV

Figure "V" shows the total cubic yards hauled by front loaders over the past 10 year period. The increases and decreases noted below are due in part to the fluctuations in the cardboard market. Early in 1975 the market dropped thereby increasing the amount of cardboard picked up by the front loaders. Early in 1976 the price of cardboard and newspapers rose, therefore, the front loaders picked up less even with new construction.

NUMBER OF CUBIC YARDS HAULED BY FRONT LOADERS

June 1968	[illegible]
1969	9,597
1970	[illegible]
1971	[illegible]
1972	12,809
1973	13,261
1974	13,106
1975	14,5[illegible]
1976	14,581
1977	16,959

FIGURE V

Figure "VI" shows the total tons hauled for the past two years.

NUMBER OF TONS HAULED PER YEAR

	Rear Loaders	Front Loaders
1975-76	6,117	5,796
1976-77	5,920	5,093

FIGURE VI

Capital improvements added this year consist of 136 new refuse [illegible] for new accounts.

Disposal:

The disposal section of the Sanitation Division is responsible for operation of the recently expanded City Landfill along the North side of East Main Street. This involves the spreading, compacting and covering of all refuse produced in the City, as well as all produced by residents adjacent to the City in San Luis Obispo and Santa Barbara Counties, as well as weighing, estimating small pickup loads and collecting cash or issuing charge tickets for all loads dumping at the landfill. Also included in the activities, is the constructing and maintaining of the access road; erecting fences for the control of blowing paper.

On July 1, 1976 the rate for dumping was raised 5%, an ongoing annual raise.

The only capital improvement in 1976-77 was the extension of the permanent road, approximately 650 ft. east from the scales.

Figure "VII" shows the acreage used through the fiscal years from 1963-64 to 1976-77. The variation from a normal increase each year starting in 1968-69 to present, is caused by the different types of land being used (Reuse of the old dump versus clean land). The reduction in land used in the past two years was cuased by raising the height of the finished fill higher than in previous years, in addition to the clean land now being used. Another reason for using less land last year is the new self-propelled, self-loading scraper. The new loader is able to go deeper than the former small tractor-pulled scraper. Approximately 199.58 acres of clean land is remaining for the existing landfill operation as of June 30, 1977.

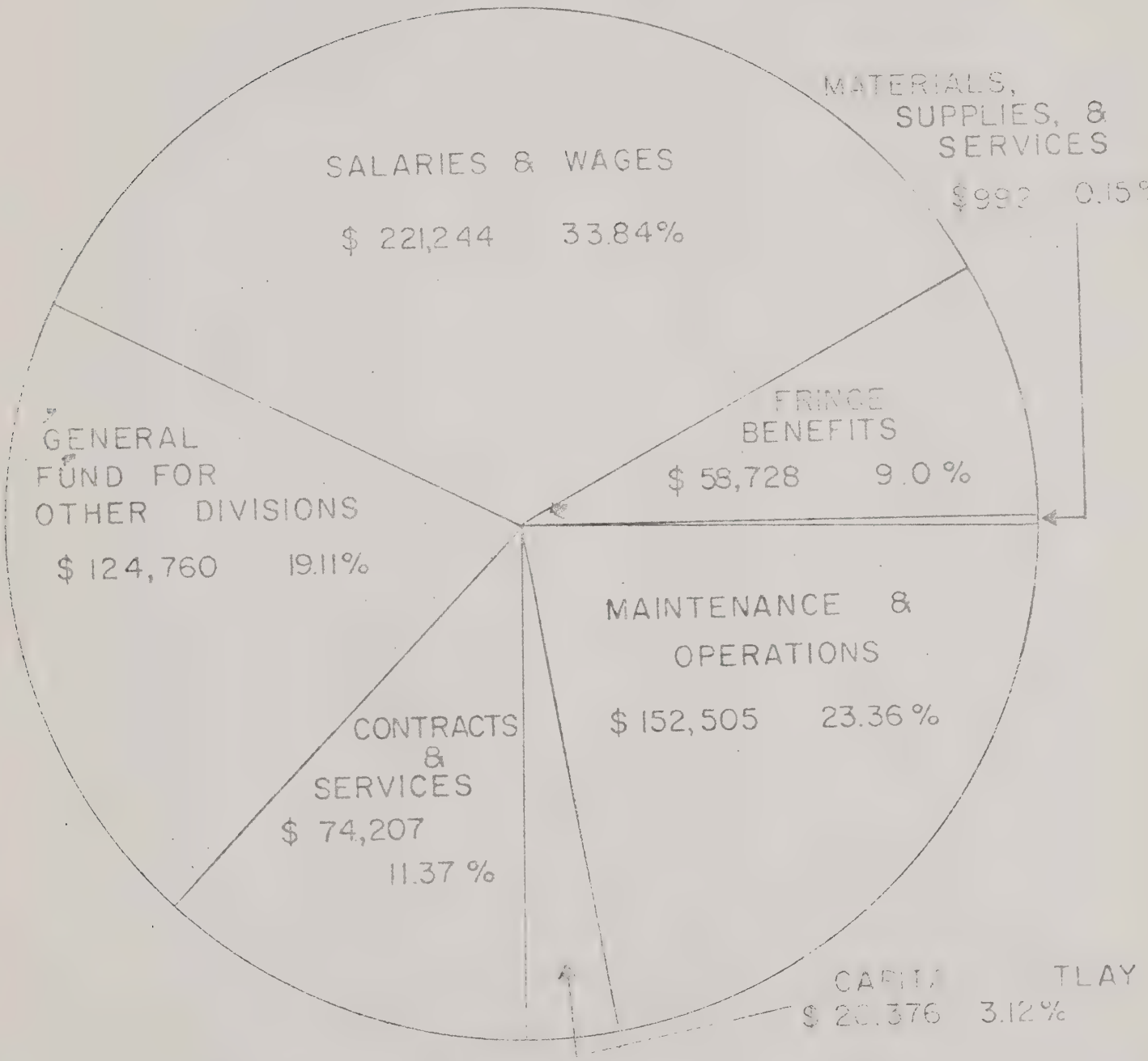
ACRES USED PER YEAR

1963-64	3.23
1964-65	3.55
1965-66	3.76
1966-67	4.19
1967-68	5.55
1968-69	7.46
1969-70	5.[illegible]
1970-71	5.[illegible]
1971-72	8.20
1972-73	5.83
1973-74	6.70
1974-75	6.05
1975-76	4.96
1976-77	4.65

FIGURE VII

SANITATION DIVISION
COLLECTION
FUND DISTRIBUTION
1976-1977

INCOME $ 652,415



EXPENSE $ 652,812
DEFICIT $ 397

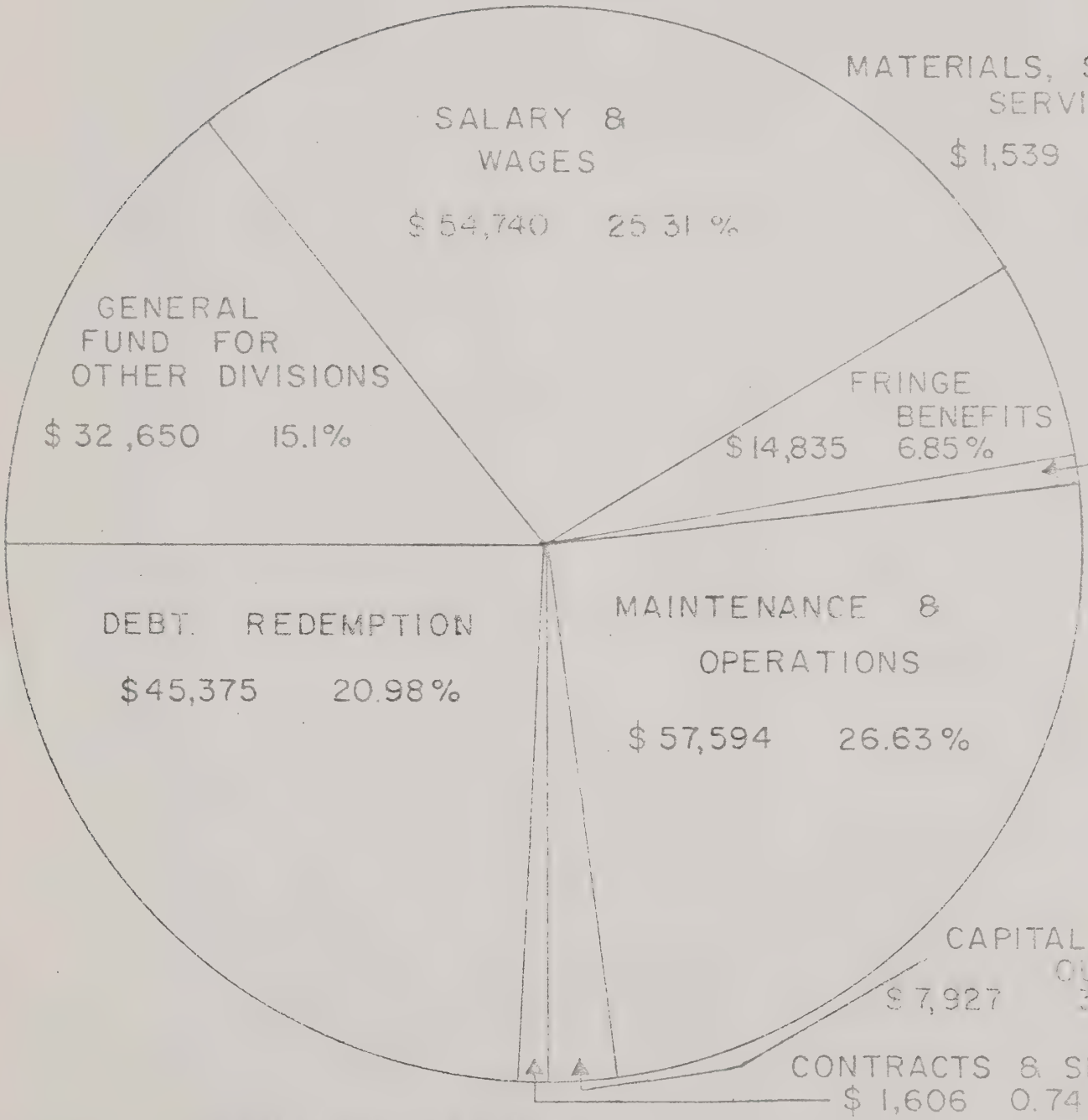
SANITATION DIVISION

DISPOSAL

FUND DISTRIBUTION FOR

1976 – 1977

INCOME $ 227,751



EXPENSE $ 216,266

RESERVE $ 11,485

SANITATION DIVISION
CITY OF SANTA MARIA
DEPARTMENT OF PUBLIC WORKS
ORGANIZATION CHART

(EXISTING)

SUPERINTENDENT (1)
MARTINS
COLLECTION (.75); DISPOSAL (.25)

FIELD SUPERVISOR
MIRANDA
COLLECTION (.75) DISPOSAL (.25)

FRONT LOADER OPERATOR (2)
MORALES
MONTES

MAINTENANCE WORKER II
ANAYA
.25 FRONT LOAD., .75 COLLECT. CREW
P.T. FRONT LOADER OPERATOR -
EXISTING M.W. II + 2.5 %

DISPOSAL
M.W. III (2)
PONCE
D'TRA

GATE CHECKERS
ACCT. CLERK I (2)
CHRISTMAS
KOCH

PART TIME WORKERS
FOR SUMMER MONTHS ONLY.
~ 520 HOURS

COLLECTION CREW
M.W. II (2)
GARCIA
BROWN

COLLECTION CREW
M.W. II (2)
LEMOS
SOTO

COLLECTION CREW
M.W. II (2)
MICHEL
LIMON
PART TIME (1)

COLLECTION CREW
M.W. II (2)
COPPESS
KIRK

COLLECTION CREW
M.W. II (2)
SANCHEZ
LOPEZ
PART TIME (1)

COLLECTION CREW
M.W. II (2)
HERNANDEZ
CABALLERO

REV. 2/23/77 ATT. A-22

STREET DIVISION

The preservation, upkeep and restoration of our City streets and appurtenant facilities, including emergency maintenance or repair necessitated by accidents, weather conditions, settlement, or other unusual or unexpected damage in general terms defines the maintenance responsibility of the Street Division.

The degree and type of maintenance for each street or portion thereof is determined by the Street Superintendent or his representative taking into consideration traffic requirements and monies available.

In addition to prompt reaction to emergencies, proper scheduling and planning of routine preventative maintenance procedures are practiced in order that any inconvenience to the public is kept to a minimum.

Every effort is made to speedily correct hazardous conditions, which interfere with the flow of traffic, vehicular or pedestrian. Safety for the public is our number one consideration.

STREET SURFACE MAINTENANCE

The repair maintenance program during fiscal year 1976-77, required the placement of 1,370 tons of SC/800 or 85/100 asphaltic concrete on 120 miles of City streets. This activity consisted of repairing chuck holes created by deterioration of old asphalt, renovation in the form of preventative maintenance on streets that have arrived at a certain criteria indicating the need, this is in preparation for overlay and seal coating performed under contract.

The contract is in conjunction with a continuing preventative maintenance program each year for a 1½" A.C. blanket overlay, and an oil-gravel seal seal coat, on various streets.

The type application depends on the state of the existing surface condition. This past year 1,191,529 sq. ft. of overlay was applied for an actual length of 4.74 miles, and oil-gravel seal coat applied on 973,197 sq.ft. for an actual length of 3.98 miles of streets.

STREET SWEEPING

Three sweepers were operational 649 sweeper days out of 783 sweeper days. Lost sweeper days, of 134 were due to service repair, operator's sickness, inclement weather and comp time off. The three sweepers operated, removed, and hauled to the landfill 2,216 tons of inert material, swept off the City street, using 11 pick-up brooms and 60 gutter brooms.

CONCRETE REPAIR

The concrete improvements maintenance in the form of repair by replacement, amounted to 107 work orders completed for a total of 6,809 sq.ft. of sidewalk, 1,090 sq.ft. of curb, 2,161 sq.ft. of gutter, various driveways and parkways. The major percentage of damaged improvements was caused by tree roots.

During fiscal year 1977, the street division continued to investigate concrete improvement complaints by citizens. Although the greatest percentage of damage was due to tree roots, the defects were not always City responsibility. In the case where property owners were responsible, a letter was initiated to the property owner requesting repair be initiated. There were 20 work orders and 1,157.5 sq.ft. of sidewalk repaired by City crews, that was damaged and under the responsibility of private property owners, for a total reimbursable cost of $1,988.57. Property was posted and property owners were notified of time limits in which repair procedures were required. There were 18 permits issued to property owners who elected to repair their own sidewalks.

TRAFFIC SIGNING

The street striping and sign maintenance crew used 988 gallons of paint and approximately 1,950 lbs. of beads. The crew installed 117 factory made signs and 185 shop made regulatory signs, 31 guide signs, 21 warning signs and includes 187 factory made street name signs. In addition to the preceding, this crew has repaired and constructed 405 warning barricades, and various dead end street barricades.

SEWER COLLECTION

Emergency sewer stoppages were given top priority and every effort was made to respond as quickly as possible. Since the use of the water jet flusher machine, the call back emergencies have been reduced by 95% on sewer stoppages.

DRAINAGE

With 17,000 feet of underground drainage facilities now in existance, results in the reduction of flooding at intersections on some of our major arterials and other streets. Since the system is relatively new there no requirements, however, in the future the maintenance of the underground drainage system and the culverts and major drainage ditches will increase our drainage maintenance work. The present cleaning operations include flushing of 110 intersection culverts, grading and weed control of 20 major drainage ditches; this work occurs twice annually with a 2 or 3 man crew and equipment.

STOWELL AND SANTA MARIA TOWN CENTERS

The Stowell and Santa Maria Town Centers landscaping and parking area maintenance are accomplished by private contractors under the administration of the Street Division. Review for compliance with bid specifications and administration of expenditures in accordance with the contracts are the basic required responsibilities. Periodic inspections are made of the centers and notification to the contractors of any deficiencies.

STREET LIGHTING AND ELECTRICAL

Street lighting and electrical maintenance is a major responsibility of this division and involves maintenance on 2,187 lights with standards, and perform necessary electrical service required for new machines, and other changes in electrical circuits. As manhours were available, 64 street light standards were repaired by cutting a and welding as necessary, after which they were repainted.

WEED ABATEMENT

The weed abatement takes most of seven months to complete and is conducted in five phases:

Phase 1: Mid-fiscal year with lot inspection.

Phase 2: Posting lots for chemical weed abatement.

Phase 3: Application of chemical weed control.

Phase 4: Posting lots for hand and equipment weed abatement.

Phase 5: Hand weed abatement and cleaning of lots. This phase will run into the following fiscal year.

Concurrently with all phases is the continuous maintenance of records to assure proper billing for each lot. Each individual lot weed abatement and cleaning cost is forwarded to the City Clerk for eventual assessment of the property. The entire weed abatement program during fiscal year 1976-1977 came to a total of $2,352.00. This is a reduced total of $11,236.00 from fiscal year 1975-1976. This came about since phase 3 was not carried out this year. Application of chemical weed control requires moisture to make it effective and therefore is recommended for use only during the rainy season. Accordingly, with the lack of rain none was applied.

The Street Division is composed of 14 maintenance workers, a Street Field Supervisor an Electrical Field Supervisor, and a Street Superintendent. The work forces have in addition been augmented by 4 CETA employees. During the summer months the work force received help from students; 3 on a part-time basis along with 3 NYC youths whose performance and cooperation have been excellent, bringing the total work force for the Street Division to 27 maintenance workers.

The following graph depicts man hours required for various segments of the Street Division work; note the asterisk indicates the [illegible] hours used by the [illegible]

STREET DIVISION MANHOURS

July 1, 1976 to June 30, 1977

= Electrical

TYPE OF MAINTENANCE	HOURS	MAN HOURS UTILIZED PER OPERATION (Thousand Hours) 1 2 3 4 5 6 7	Total
[illegible]	5,998.00		16.00
Painting	1,174.50		2.00
Sweeping	5,262.00		12.00
[illegible]			
[illegible] *	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		11.00
[illegible]	[illegible]		[illegible]
[illegible] *	[illegible]		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		.50
[illegible] *	[illegible]		[illegible]
[illegible] *	[illegible]		[illegible]
[illegible] *	[illegible]		[illegible]
[illegible] *	[illegible]		.40
[illegible] *	[illegible]		[illegible]
[illegible] *	[illegible]		.40
[illegible] Div. *	[illegible]		1.50
[illegible] *	[illegible]		[illegible]
Wastewater [illegible] *	[illegible]		[illegible]
[illegible] *	[illegible]		[illegible]
[illegible] *	[illegible]		[illegible]
Other Div. Mgt. *	101.00		.20
Motors *	767.25		2.00
Weed Abatement	40.00		[illegible]
Warehouse	1,552.75		4.00
Part Time [illegible]	3,445.50		8.10
Parades	20.00		.10
Military Leave	80.00		2.00
Call	366.00		1.00
Overlays/Seal Coats	823.00		[illegible]
Absent	501.00		1.20
Vacation	[illegible]		[illegible]
Sick Leave [illegible] Etc.	[illegible]		[illegible]
Holiday/[illegible] Holiday	[illegible]		[illegible]
Comp Time [illegible]	855.00		[illegible]
[illegible]	[illegible]		[illegible]
[illegible]	[illegible]		.40
TOTAL [illegible]	[illegible]		

STREET DIVISION

CITY OF SANTA MARIA
DEPARTMENT OF PUBLIC WORKS
ORGANIZATION CHART
(EXISTING)

SUPERINTENDENT

STREET SWEEPING

MAINT. WORKER III
CARGILL (2/12)

SWEEPER OPR. (3)
[illegible]

MAINT. WORKER III
JOHNSON (1)

MAINT. WORKER II
BOGUE (1)

MAINT. WORKER II
MARTINEZ

ELEC. I
BRITTON (1)

ELEC. II
[illegible]

GENERAL MAINTENANCE

ASPHALT MAINTENANCE

MAINT. WORKER III
CARGILL (6/12)

MAINT. WORKER II
[illegible]

CONCRETE MAINTENANCE

MAINT. WORKER III
MOSHIER (1)

MAINT. WORKER II
[illegible]

TRAFFIC MAINTENANCE

MAINT. WORKER III
[illegible]

MAINT. WORKER I
VACANT (1)

HEAVY EQUIP. OPERATOR

MAINT. WORKER III
CARGILL (9/12)

WEED ABATEMENT

MAINT. WORKER
[illegible]

* AUSTIN
* WOOD

WASTEWATER TREATMENT DIVISION

The Wastewater treatment Plant is located on Black Road approximately 2.5 miles west of Santa Maria. Its purpose is to treat all domestic and industrial waste as collected and conveyed by the sewer system. Treatment is classed as secondary in nature through the use of bio-filtration with anaerobic sludge digestion. The plant produces an effluent suitable for irrigation of permanent non-dairy pasture land and fodder crops. Digested sludge is dried in earthen beds and can be used as a soil conditioner in the absence of root crops.

The plant is maintained and operated by one Superintendent, one Field Supervisor, one Laboratory Technician, and four Operators. Currently all plant personnel are certified in compliance with State Bill AB 1691. During the past year, two of the above operators earned their class III certification and the Superintendent a class V.

Tours by students and other interested groups continue to be given on request. One hundred and twenty students and other visitors toured the plant this year. Visitors are shown and told about the various components of wastewater treatment used at the plant. Generally the tours are concluded with a visit to the laboratory where a question and answer session is held.

The following tests were performed in the Wastewater Treatment Plant's State certified laboratory.

50 Dissolved Oxygen
49 Biochemical Oxygen Demand
29 Chemical Oxygen Demand
50 Suspended Solids
29 Grease & Oil
349 Settleable Solids
400 pH
345 Conductivity TDS
50 Chloride ion concentration
34 Phosphate " "
22 Sulfate " "
28 Nitrate " "
48 Sludge samples for % solids
47 Volatile acid and alkalinity determinations

Certain tests required by the State Water Quality Control Board were beyond the scope of the plant laboratory. For this reason, the services of the Pomeroy, Johnston, & Bailey laboratory were contracted to do the annual analysis for (Heavy Metals, Methylene Blue Active Substance, Phenols, Polychlorinated Byphenyls, and Total Chlorinated Hydrocarbons), the semi-annual analysis (Heavy Metals, MBAS, and Phenols), the Quarterly analysis (Total Filtrable Residue, Sodium, Chloride, Sulfate, Boron, and Total Nitrogen), and two of the weekly tests, Grease & Oil, and Chemical Oxygen Demand. In December after purchasing required equipment and passing State examinations, the Treatment Plant laboratory was further certified to perform Total Filtrable Residue, Chemical Oxygen Demand, Chloride, Nitrate, Phosphate, Sulfate and Oil & Grease determinations. This has enabled us to do all our own testing for the weekly and quarterly tests with the exception of Boron, Total Nitrogen, and Sodium. The results of the above tests do aid in plant operation and in some cases, reflect plant efficiency, in others indicates where more source control is needed. In addition to the above, tests were done on request for John Corollo, Engineering. This information was used in compiling the Project Report.

This years capital improvements included an aluminum window awning for the south side of the office-laboratory. This new awning prevents direct sunlight from striking analytical instruments. The laboratory also benefited from the purchase of Grease & Oil and Chemical Oxygen Demand testing equipment. A new back flow preventer will protect the plant water and well from back flow contamination. An exhaust fan and gas scrubber is on order for the Dejoy lift station and will be installed upon delivery. Finally, a sand blaster and related equipment was purchased for the plant shop.

This past year the Federal Government approved anti-recession funds for replacement of the pump control panel at the Dejoy lift station and repair of cracks in No. 1 digester.

Maintenance on the aging treatment facility continued to be a full time job. An 18 inch gate valve between the primary and secondary biofilters was rebuilt. A new bypass screen was installed at the Dejoy lift station. Preventative maintenance was performed by complete overhaul of the primary clarifier and included a vinyl paint job and new fiberglass grating for the catwalk. The sweep arms of the clarifier had many badly rusted nuts and bolts which were replaced. The arms were then sandblasted and painted with coal tar epoxy. A waste gas burner was purchased from the City of Ventura and rebuilt. It will be installed as a test unit for hydrogen sulfide scrubber to determine whether this method of gas disposal can meet the air quality standards for plant project design. The reclaimed water irrigation system was extended to aid in cleaning the clarifiers. Three pumps and two vari-drives were overhauled.

A rare 3 foot sewer shark was found on the lift station overflow weir! Unfortunately it had already expired!

Revenue collected for vacuum truck, septic tank pumping at the treatment plant-amounted to $47,350; the past year total cost for plant operation was $199,000.

During the fiscal year 1976-77, 1,746,560,000 gallons of wastewater was treated at a maintenance and operations cost of $113.94 per million gallons. Total flow is lower than the previous fiscal year because of a 42 day employee strike at the freezer plant packing complex. The following table and graph show the comparative measurements over the past ten years.

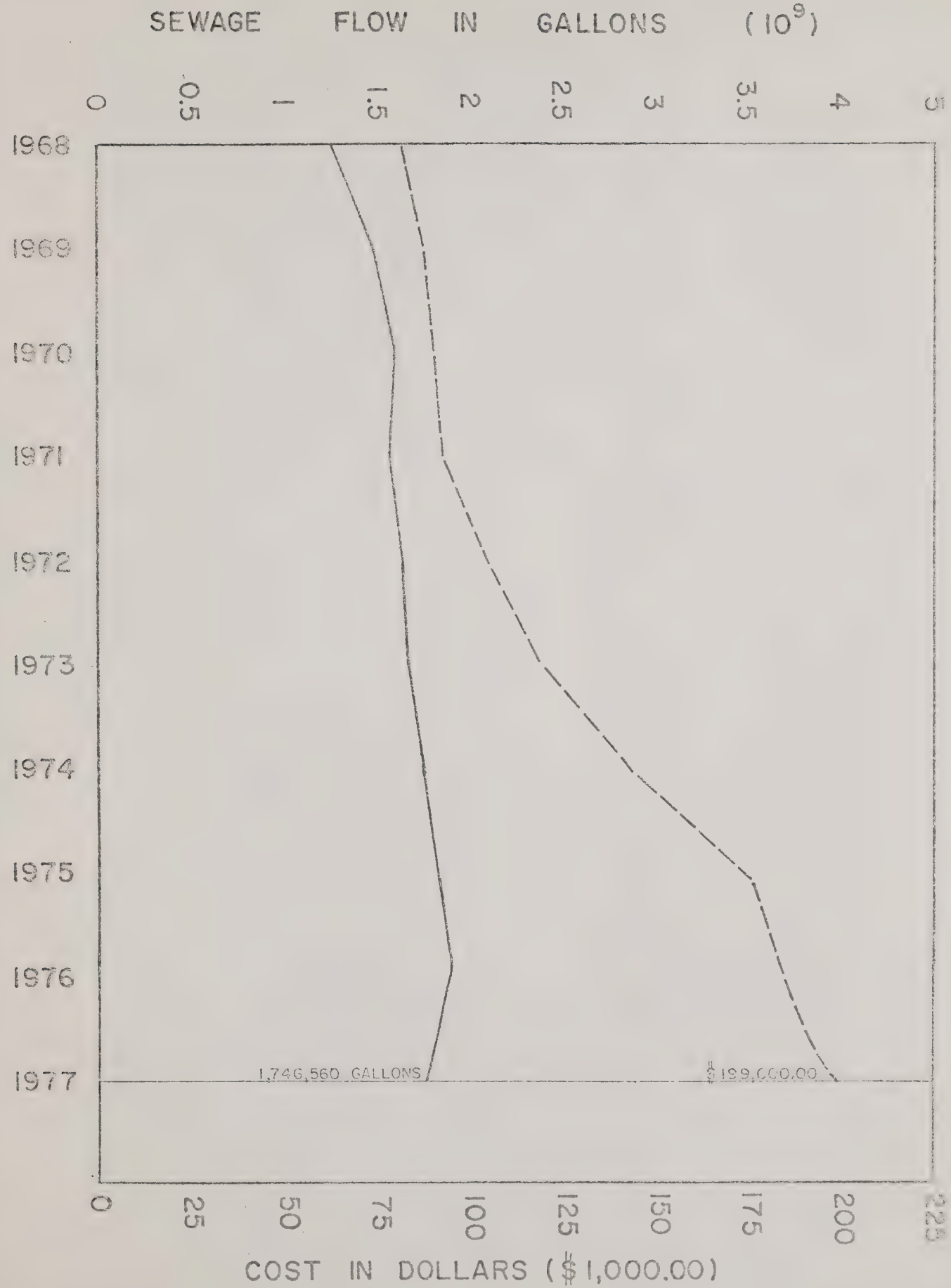
1,746,560,000 gallons = 5,360 acre feet

[illegible]

Fiscal	Gallons Sewage Flow	Cost Treatment Per Million Gals.	Cost
1967-68	1,308,450,000	$63.13	$82,600
1968-69	1,516,993,000	58.67	89,000
1969-70	1,600,346,000	55.61	89,000
1970-71	1,583,746,000	58.99	93,400
1971-72	1,636,760,000	64.45	105,450
1972-73	1,602,693,000	75.09	120,340
1973-74	1,762,962,000	80.45	147,701
1974-75	1,814,920,000	97.95	177,779
1975-76	1,835,380,000	101.00	185,385
1976-77	*1,746,560,000	**113.94	199,000

*5,360 acre feet

**$37.12 per acre foot


SEWAGE FLOW IN GALLONS (10^9)
0
0.5
1
1.5
2
2.5
3
3.5
4
5
1968
1969
1970
1971
1972
1973
1974
1975
1976
1977
1,746,560 GALLONS
$199,000.00
0
25
50
75
100
125
150
175
200
225
COST IN DOLLARS ($1,000.00)

REV. 8/31/77 M.K.

REPORT OF WASTEWATER TREATMENT PLANT ON CALIFORNIA WATER QUALITY CONTROL BOARD

Items with Limitation Requirements

Fiscal Year July 1, 1976 to June 30, 1977

LABORATORY TESTS

5 Day BOD
(49 Tests)

	Maximum Allowed	
Influent		224 mg/l
Effluent	40 mg/l	37 "
% Removal		83%

COD***

Influent	506 mg/l	(15 Tests)
Effluent	108 "	(29 ")
% Removal	79%	

Suspended Solids
(50 Tests)

	Maximum Allowed	
Influent		[illegible]
Effluent	40 mg/l	[illegible]
% Removal		[illegible]

Settleable Solids
(349 Tests)

	Maximum Allowed	
Influent		8.1 ml/l
Effluent	0.1 ml/l	Trace
% Removal		99%

pH

	Minimum Allowed	Maximum Allowed	
Influent			7.8 ([illegible] Tests)
Effluent	6.5	9.0	7.8 (350 ")
Digester #1			7.1 (50 ")
" #2			7.2 (49 ")
" #3			7.3 (47 ")

Tests on Final Effluent

Dissolved Oxygen	***	3.30	ppm	(50 Tests)
Conductivity TDS	**/***	992.00	"	(345 ")
Chlorides		282.00	mg/l	(50 ")
Phosphates	***	15.60	"	(34 ")
Sulfates		352.00	"	(22 ")
Nitrates		10.30	"	(28 ")
Grease & Oil	20 mg/l	6.50	"	(29 ")
Total Filtrable Residue		1,408.00	"	(4 ")
Sodium		270.00	"	(" ")
Total Nitrogen		20.60	"	(" ")
Boron	***	0.65	"	(" ")

** Based on Sodium Chloride @ 25°C

*** No requirement

WASTE WATER TREATMENT DIVISION

CITY OF SANTA MARIA
DEPARTMENT OF PUBLIC WORKS

ORGANIZATION CHART

AUTHORIZED

DIRECTOR OF PUBLIC WORKS

ASST DIRECTOR OF PUBLIC WORKS (OPERATIONS)

SUPERINTENDENT
BEN MIDDLETON

WASTE WATER TREATMENT PLANT LAB TECHNICIAN (1)
1. A. WALKER

FIELD SUPERVISOR (1)
1. R. JAKOBSON

WASTE WATER TREATMENT PLANT OPERATORS (4)
1. R. DICKERSON
2. E. YEAGER
3. H. POLITE
4. C. NIELSEN

REV. 9/7/76 MK E-291

WATER DIVISION

The Water Division has two prime functions - - WATER PRODUCTION and WATER DISTRIBUTION. In the PRODUCTION SECTION the major maintenance items for the past year consisted of repair and reinsulation of 150 H.P. electric motors; painting of buildings and equipment at each well site; installation of air gaps in discharge of pump bypass valves at well 2AS and [illegible] to comply the requirement of the State Health Department and the public health drinking water standards. Forty water samples per week were [illegible] throughout the system by the Water Division Personnel for bacteria analysis in compliance with the State health standards. The analysis in all cases substantiated that the water system is clean. Also as required by State health standards, tests were performed by the City Water Division on water samples for turbidity, color, odor and temperature, all were well within the standards. Repairs were made on approximately eight well chlorinators. Technical maintenance was carried out on the automatic well control and pressure control system. The system includes telemetering and eletronic components at a main control panel at headquarters [illegible] and several remote stations. The water production capability is comprised of 9 water wells and are located within the Santa Maria Public Airport boundaries, with the exception of two, close to the center of the City. The wells furnished an average 6.6 million gallons per day to satisfy the consumers demands. The reservoirs used in conjunction with the wells, have a total of 8.5 million gallons storage capacity. The combined well production and reservoir capacity must also supply the peak demands of 13.8 million gallons per day and allow at all times for a reserve fire flow supply, for an annual total consumption of 2.4 billion gallons. Also the drilling and test pumping of a new water well no. 11S was completed and indicated a pump design flow of 2,400 g.p.m. could be expected. The pumping equipment is to be installed and the well made operational by the end of the calendar year.

The WATER DISTRIBUTION SECTION is responsible for transmitting water from the well source to the people. This service is provided to over 10,098 accounts through a water line system which is approximately 172 miles long. This section also provides the meter reading function, water billing and collection service, installation of service lines, meter maintenance and maintains all water distribution facilities in [illegible]. [illegible] $1,109,719. Totals of various Water Division functions during the fiscal year 1976-77 are listed as follows:

	FUNCTION	NO. COMPLETED
1.	Water meter readings	60,58[illegible]
2.	Water service turn-ons	2,367
3.	Water service turn-offs	2,430
4.	Collections (Delinquent bills)	649
5.	Water meter re-reads	2,728
6.	Miscellaneous service calls	825
7.	New service line and taps installed	[illegible]
8.	Water meters installed	[illegible]
9.	Water meters removed	[illegible]
10.	Water meters repaired in shop	[illegible]
11.	Water meters repaired in field	1,22[illegible]
12.	Renovation of water meter locations	1,706
13.	Water meter vaults installed and replaced	202
14.	Water line leaks repaired	119
15.	Flushing dead end stations	275
16.	Flushing fire hydrants	840
17.	Fire hydrant repairs, painting, and maintenance	132
18.	Main line gate valves operated	1,597

WATER QUALITY - Ongoing monitoring and testing of the City's water system is to assure that the water quality is within the allowable limits of the State Department of Public Health.

1. Chlorination of the source water is applied at each well which carries the chlorine throughout the s[illegible] and thus a 0.1 p.p.m. residual of free ch[illegible] maintained in the extremities of the distribution system. This minimum amount of free chlorine is a positive indicator that any pathogenic material that may have entered the system will be killed off by the chlorine exposure.

2. Bacteriological monitoring is accomplished by collecting fourteen water samples weekly at various locations in the distribution system and tested in the County Health Department Laboratory in Santa Barbara. The excellent and continuing bacterological free record of the City water system can be attributed to chlorination, flushing of dead end lines and fire hydrants, and an effective cross connection control program.

3. Ground water source sampling is made on an annual basis for a chemical analysis of each well. These tests show any changes in the water quality relating to mineral content. The total mineral content this past year averaged 657 p.p.m. and the hardness content was 445 p.p.m. or 26 grains per gallon.

- [illegible]

THE CROSS CONNECTION CONTROL PROGRAM is primarily a procedure to protect the public water supply from potential sources of contamination. This refers to any connection that could permit toxic or pathogenic material, or material objectionable to taste or odor, to enter the public water system.

During the past year the following quantities of "backflow prevention" items of work were performed:

ITEM	NO. COMPLETED
Installed	96
Repaired	8
Tested	152
Installation Inspection	100
Survey Inspection	1,463
Informational Services	1,019
Conferences	82
Correspondence Reports	1,314

Capital improvements completed or contract awarded in conjunction with other named projects for 1976-77 fiscal year, consisted of three major projects:

INSTALLATION OF WATER LINES

1.	Installation of 8" A.C. & 2" P.V.C. water lines in the Dal Porto Lane area.	38,290
2.	Installation of 8" A.C. water line in alley east of Broadway from Morrison to Camino Colegio.	9,860
3.	Installation of 8" A.C. water line in McClelland Street from Jones to Park Street and also 200 block of East Oak Street.	17,650
		$65,800

The continuation of the present level of service to the public during the budget year of 1976-77 caused the purchase of equipment and replacements as follows:

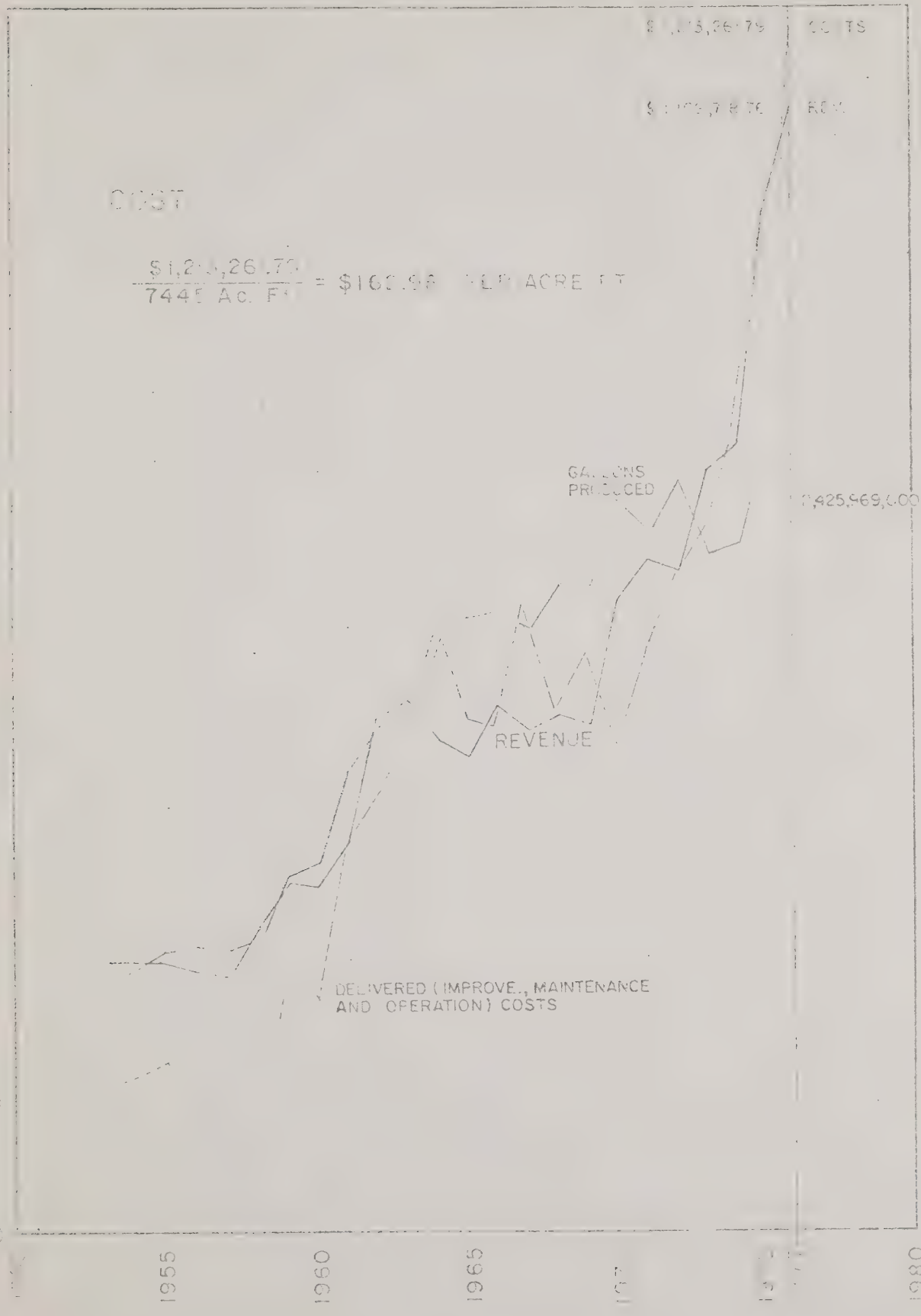
EQUIPMENT

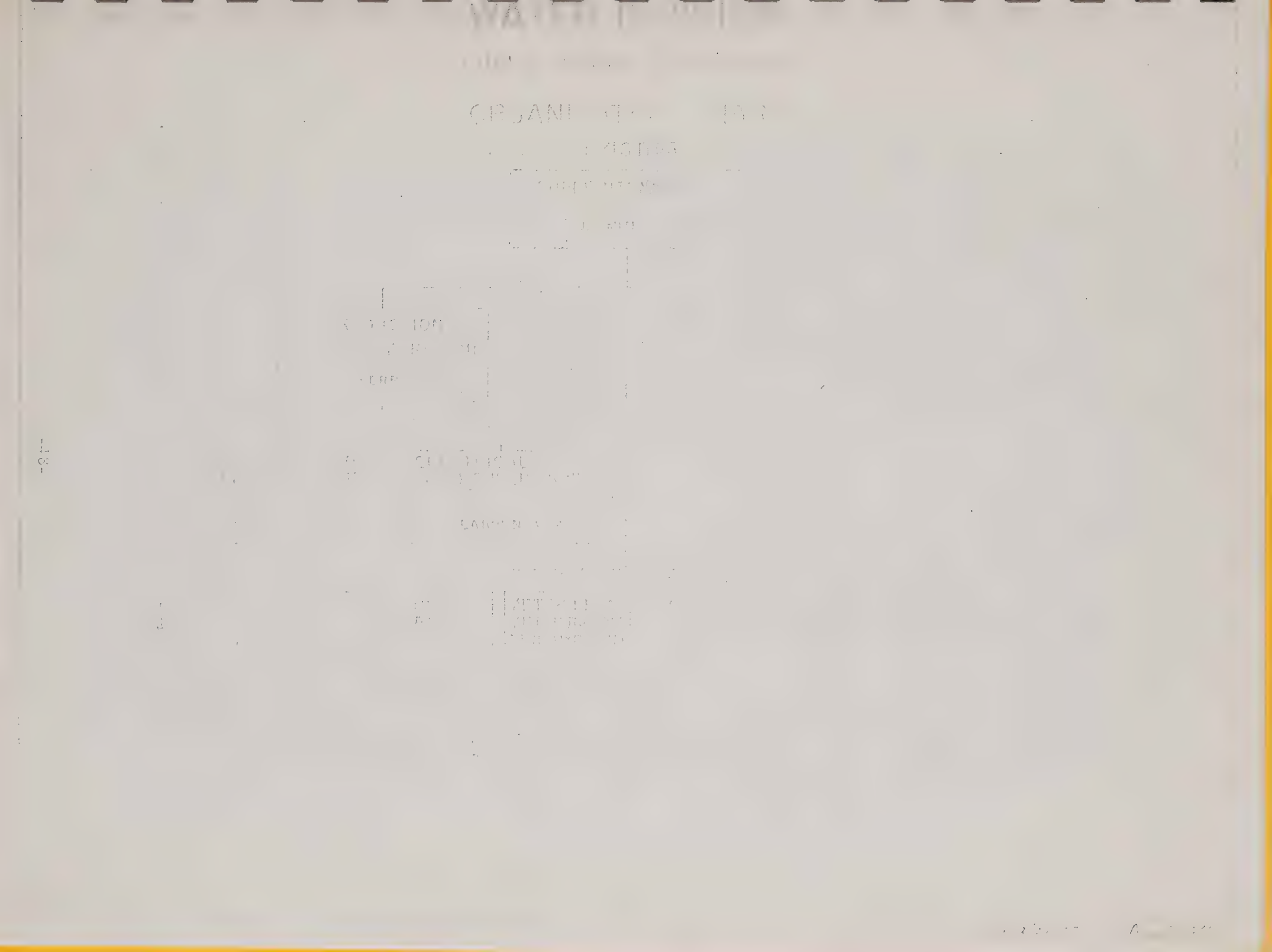
1.	New water meters all sizes.	13,780
2.	Utility service body for general maintenance service truck.	1,030
3.	New water pump hydraulically operated. De-watering leak areas.	340
		$15,150

COST, INCOME AND CONSUMPTION TRENDS: The following quantified trends are shown graphically on the following pages also.

ANNUAL~WATER PRODUCTION

DELIVERED COSTS, SALES REVENUE





Standard Specifications & Standard Drawings

The Standard Specifications and Drawings are available through this office and have been updated and revised through this year. These specifications and drawings indicate typical approved methods and materials for all types of Public Works construction.

Microfilm & Indexing System

On a continuing basis, all drawings, maps, specifications and photographs produced during the year are microfilmed, mounted on aperture cards and filed with all other documents and records.

TOPICS Plan and Study Report for Santa Maria Urban Area - Implementation

This report which used uniformity of traffic control and traffic safety measures as criteria was completed in November 1973. The study identifies locations of greatest traffic congestion and relative accident frequency and also recommends remedial projects in priority of importance.

Of the eight locations recommended in the improvement plan, following is the status of each:

Priority #	Location	Status
#1	Betteravia Rd. & Broadway (Signal & Road Improvements)	Completed
#2	Broadway & Donovan (Signal & Channelization Impr.)	Completed
#3	Main & College (Signal & Road Improvements)	Completed
#4	Blosser & Main (Signal & Road Improvements)	Completed
#5	So. Broadway & Stowell (Signal Improvements)	Completed
#6	Miller & Donovan (Signal Improvements)	Future
#7	Stowell & Bradley (Signal Improvements)	Future
#8	Broadway & Fesler	Construction Fall 1977

Five Year Capital Improvement Program

Along with each of the other City departments, the Public Works Department developed recommendations for capital improvements deemed desirable over the next five years. This information, after coordination with other departments and comparison with our financing capabilities by the Administrator's office, resulted in the capital improvements program section of the current year's budget.

Engineering Division Forms and Checklists

The Engineering Division has developed standardized forms to aid in the consideration and evaluation of subdivision maps and public improvement drawings. These standardized forms are evaluated and revised on a continuing basis throughout the year.

Report on Wastewater Treatment & Disposal Facilities

John Carollo Engineers completed a draft of this report and submitted copies to the various concerned agencies for review and comment. At the same time Quad Consultants under subcontract to Carollo, completed the draft enviornmental impact report and circulated it for review and comment.

It is anticipated that the E.I.R. and project report will be completed by July or August 1977 and also that Planning commission and City Council will be taking action on this project during that time period.

Preliminary work was under way for preparation of submittal of the Step II (design and specification preparation) grant application. Hopefully, favorable state and Federal action by September 30, 1977, can be received due to anticipated grant funding constraints after that date.

Also, this firm has drafted a completely revised sewer use ordinance which it is hopeful will be implemented by ordinance and effective January 1978.

Central Plaza - Central City; Redevelopment Agency Projects

Central Plaza Park improvements were completed this year and turned over for maintenance to the Recreation and Parks Department.

Construction of the three-level parking structure and phase "B" and "C" improvements all within the Central City project were completed this fiscal year.

This two-three year project has been a real experience for this department due to the extreme burden on the department's manpower for such things as Contract Coordination and Administration, construction surveying and inspection, removal of existing street lights and parking meters, modification to public parking areas, installation of numerous temporary sewer and water service, completely reviewing, modifying in some instances and signing the entire parking structure and surface parking areas for traffic movements, and remodeling the Gottschalks fountain which are some of the more notable items.

A commendation of "Job Well Done" for work on this "Milestone for the City" to all the involved department employees is in order at this point.

Analysis of the Mechanical Maintenance Division - Eldridge Report

The William Eldridge & Company Management Consultants completed their study of the Mechanical Maintenance Division operation.

Their major findings of needs were:

a) Add an additional Supervisor to the staff establishing a "Preventative Maintenance" section relieving the work load on the present Supervisor as well as the Superintendent.

b) Expand and modify the present shop facility so that equipment can be driven through the east wall by removing some tilt slab walls. Also add a cantilevered roof on the west side of the shop so large refuse trucks can be worked on in inclement weather more safely; construct a spare tire storage area between the shop and Public Works Center Office allowing for more working area and tighter secirity.

c) Add an additional position, "Field Mechanic" to the shop staff. This position was recommended in the 1968 Eldridge Study but never implemented.

d) Purchase or lease ½ of a block across the street from the Public Works Center Office (810 W. Church) for the employee and equipment parking. This will relieve the hazardous conditions caused by congestion in front of the shop and warehouse allowing for repositioning of fuel island and possibly the fillers on the large underground fuel storrage tanks.

Water Rate Structure Study

The firm of Urban Engineering was retained to review the total water rate structure in perspective with past and future incomes and capital improvements. Draft report copies were circulated for review and comments.

It is anticipated that this report will be complete in the fall of 1977 with subsequent ordinance implementation effective January 1978.

APPENDIX B

Financial Information

	F.Y. EXPENDITURES					
CTION	Overhead	Operations	Capital Outlay	Bond Service	FUND SOURCE (S)	
INISTRATION		106,159	796		General Water Refuse - Coll. Refuse - Disp. Sewer	80,875 10,070 8,850 2,300 4,860
LDINGS		78,021	28,709		General Water Refuse - Coll. Refuse - Disp. Sewer	44,500 24,030 21,110 5,490 11,600
INEERING		244,521	191		General Water Refuse - Coll. Refuse - Disp. Sewer Gas Tax	176,332 24,090 21,160 5,500 11,630 6,000
EETS		698,633	181,533		General Gas Tax	443,978 436,188
WER	12,960	47,603	78,087	106,302	Sewer	244,952
TREAT. PLANT	61,260	225,003	9,006		Sewer	295,269
ITATION COLL.	124,760	508,675	20,376		Refuse - Coll.	653,811
NITATION DISP.	32,650	130,315	7,927	47,100	Refuse - Disp.	217,992
AINAGE		12,959	108,000		General	120,959
ER	188,130	534,474	284,162	127,858	Water Revenue Sharing	860,882 273,742
CHANICAL SHOP		435,598	1,000*		Equipment	558,443
KING DISTRICT		4,493		32,145	District	36,638
WELL CENTER		8,728	5,428		Maint. District	14,156
RKING AUTHORITY		96,054			General	96,054

NOTE: The above information should not be used as final audit figures, but are reasonably accurate for the purposes of this summary.

* The equipment replacement expenditure of $122,845 is not included, but is funded through equipment pool rental program.

PERSONNEL NOTES

1. The total permanent employees working in the Public Works Department during fiscal year July 1976 to June 1977 amounted to 89, which included all the divisions, and a reduction of 4 permanent employees from previous year who left for various reasons and were not replaced. During the same period, the City employed 16 part time laborers in an effort to relieve the burden the divisions now experience because of the shortage of manpower and increased workloads.

2. During fiscal year the City was still participating in the Federally funded program, Comprehensive Employment & Training Act, (C.E.T.A.). There were 9 individuals employed in this program at the beginning of this fiscal year; however, as of June 30, 1977, 4 individuals in the C.E.T.A. program had become regular City employees by filling vacancies which had occurred.

2 - Street Division

1 - Water Division

1 - Mechanical Maintenance

The other 5 individuals in the C.E.T.A. program had terminated as they had found permanent employment with another agency. (Should be noted that 2 out of the 5 terminated as of 6/30/77 because the program had ended.)

3. The number of positions vacated in the department as a result of employees that either retired, were promoted, left the City for personal reasons, transferred to another department, passed away, consisted of the following:

1 - Inspector	Jim Little - Retired 8/1/76
5 - Maintenance Worker II	Tony Alvarez - Deceased Bob Ilenstine - Left City 6/1/77 George Bright - Left City 11/13/76 Chester Roberson - Retired 3/1/77 Pete Castro - Left City 6/11/77
1 - Electrician II	Bill Britton - Left City 5/77
1 - Motor Sweeper Operator	Louis Borges - Left City 9/11/76
1 - Maintenance Worker I	Jack Owen - Transferred to Fire 10/2/76
2 - Equipment Mechanic I	Leslie Sturgeon - Left City 6/11/77 Howard DeBoi - Left City 1/5/77

The preceding constitutes a turnover rate of 12% for all employees, regardless of reason . However, employees leaving the City for other employment or personal reasons amounted to 8%.

4. Summer programs were provided and training was carried out for a total of fifteen (15) Work Aides of primarily high school age young adults in the following areas:

1	Building Division
2	Engineering Division
2	Mechanical Maintenance
3	Street Division
4	Water Division
3	Wastewater Division
15	TOTAL

5. Sixteen (16) employees worked in the Public Works Department under the Neighborhood Youth Corps Program, which is financially supported by State funds to provide work experience and financial aid.

5	Building Division
3	Street Division
3	Sanitation Division
1	Wastewater Division
4	Mechanical Division
16	TOTAL

EMPLOYEE ROSTER

DIRECTOR OF PUBLIC WORKS
Riddiough, Reese

ADMINISTRATIVE DIVISION

PERSONNEL

Albright, Kathy
Holling, Wendy

ASSISTANT DIRECTOR OF
PUBLIC WORKS-ENGINEERING

McPherson, Lawrence

PERSONNEL

Diaz, Lino
Emberton, Raymond
Kirkpatrick, Mike
Palato, Carmen
Pantoja, Henry
Rios, Harold C. Jr.
Soares, Herbert
Ujano, Lorenzo
Wall, Robert
Zuspan, John

ASSISTANT DIRECTOR OF
PUBLIC WORKS-OPERATIONS

Litzenberg, Wm. S.

BUILDING DIVISION

Supervisor

Anderson, Norman

Personnel

Borges, Rita
Johnson, Roy
* *Sepulveda, Ruben*

WASTEWATER DIVISION

Superintendent

Middleton, Ben

Supervisor

Jakobson, Russell

Personnel

Dickerson, Ronald
Nielsen, Craig
Polite, Henry
Walker, Alan
Yeager, Edlebert

STREETS & SEWERS DIVISION

Superintendent

Williams, Bill

Supervisor

Claborn, Dale (Elect.)
Galvan, Tony (Streets)

Personnel

Arellanes, Raymond
* Austin, Jerry
Bogue, Manning
Britton, Bill
Cargill, John
Johnson, Robert
Moshier, Don
Nartatez, John
Olivera, Theodore
Roberson, Chester
Sword, Brian
Torres, Jesse
Ujano, Robert
Velasquez, Dario
Walker, William
* Wood, Charles

SANITATION DIVISION

Superintendent

Martins, Bill

Supervisor

Miranda, Pete

Personnel

Anaya, Ernest
Brown, Billy
Caballero, Richard
Castro, Pedro
Christmas, Glenn
Coppess, Charles
Dutra, Gordon
Garcia, Gilbert
Hernandez, Rudy
Kerr, Tommy
Koch, Elmer
Lemos, Jesse
Limon, Arthur
Lopez, Silvestre
Michel, Raul
Montes, Albert
Morales, Antonio
Ponce, Robert
Sanchez, Gregory
Soto, Percy

OPERATIONS
(Cont.)

WATER DIVISION

Superintendent

Smith, Jesse

Supervisor

Morse, Carmel (Dist.)
Perry, Jim (Prod.)

Personnel

Anaya, Manuel
Atkins, Rodney
Bryant, Wayne
Cargill, Jim
Diaz, Eddie
Ilenstine, Robert
Jensen, Thomas
Lobo, Ronald
Martin, Ernest
Overton, James
Patrick, Don

MECHANICAL DIVISION

Superintendent

Rios, Harold Sr.

Supervisor

Merino, George

Personnel

Azcarate, Larry
Bawden, Frederick
Bracamonte, Daniel
Corral, Charlie
DeBoi, Howard
* Montgomery, Mike
Sturgeon, Leslie
Walters, Delbert
West, Millard
Williams, Larry
Wolf, Marcelino

* CETA Employee

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